HEADQUARTERS POLICY FLASH

POLICY FLASH 2005-24

DATE: March 18, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
               Office of Procurement and Assistance Management
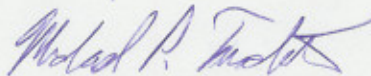
SUBJECT: Information Technology Contracts Inventory

SUMMARY: As you may be aware, the Department is in the process of completing
               an Information Technology Competitive Sourcing Study.   As part of that
               study, the Office of the Chief Information Officer has completed an
               Information Technology Contract Vehicle Inventory. They are now

requesting your assistance in verifying the accuracy of their inventory, by providing information for your contracting activity. The inventory is to include all information technology related contracts, i.e. hardware, software, or related support services. You are asked to insert the expiration date for each contract in the last column of the inventory worksheet. You are also asked to furnish a listing of any contracts missing from the inventory by completing the input worksheet. The Chief Information Officer contact person is Robert Wilson, Robert.Wilson@hq.doe.gov at 301-903-4604. This information is required by April 1, 2005.

As background and to assist in responding to this request we are forwarding five attachments. They are:

1.   March 15, 2005 Memorandum, Subject: Information Technology Contracting activities from the NNSA and DOE Procurement Executives.
2.   March 26, 2004 Memorandum, Subject: Single Integrated IT Infrastructure for the Department from the Under Secretary
3.   October 5, 2004 Memorandum, Subject: IT A-76 Transition Planning and Implementation from the Chief Information Officer
4.   IT Inventory — This is an Excel Program file containing 2 worksheets. The first is the actual IT Contract inventory. The second is an input sheet for any contracts which may be missing from the inventory. You must be in Excel for it to function correctly
5.   Directions.

Michael P. Fischetti, Acting Director
Office of Procurement and
   Assistance Policy
Office of Procurement and
   Assistance Management

Attachments

cc:
Robert Wilson, IM-12